

ECF Tips and Helpful Info

You should know that ...

... you can change that awful password the Court assigned to you.

For example, you were assigned "*&38@4!/1?" as a password when you registered for e-filing. Changing it to something that makes sense to you is easy:

Log in to the system. On the blue bar at the top of the screen, click on the word Utilities. On the resulting menu, click Maintain My Account. At the bottom of the screen, click on the More User Information button. Click in the password field and type in your new password. (Note: DO NOT change your login -- your login must remain as it was assigned by the Court.) At the bottom of the screen, click the Return to Account Screen button. On the Account Screen, click the Submit button. You will be presented with another screen, confirming the changes and asking you to click the Submit button again.

... once an attorney is registered, service upon that attorney is complete via the Notice of Electronic Filing that is generated when a document is electronically filed.

See Local Civil Rule 5.7(h)(ii). When a document is filed electronically, the Notice of Electronic Filing will be generated by the system and will indicate which counsel have been served electronically. If opposing counsel has registered, they will be served electronically and no further service upon them is necessary. If opposing counsel has not registered, or if you are filing paper documents, then the document must be served upon that counsel on paper in the traditional manner pursuant to the applicable Federal and Local Rules.

... you can control which e-mail addresses you'd like the system to send e-mails to.

The Court will enter the address provided on your E-Filing Registration form as the primary e-mail address. Once registered, you can add additional addresses or take away those additional addresses at any time.

For example, the Court recommends that each attorney set up a central repository e-mail address so that others can access the Court's e-mail. This is a safeguard so that someone in your office gets notified of Court action, even if you are not in the office and your secretary has the day off. We've found that attorneys typically also add their secretary, a legal assistant and/or a paralegal (and sometimes another e-mail address that appears to be a personal or home account). Keep in mind that adding additional e-mail addresses to your account sends those people e-mail for every filing in every case in which you, the registered attorney, are involved.

If partners or associates would like e-mail notification in a case, the Court suggests that they register separately and file an appearance in the particular case.

... your e-mail address can be accessed and changed at any time.

For example, if you are taking a three-month trip to your summer home and want to receive notification at that e-mail address during that time, simply log in to the system and change your (or add another) e-mail address when you leave, and change it back when you return.

To access your e-mail information, Click Utilities on the blue menu bar at the top of your screen. Click Maintain Your Account. At the bottom of the screen, click the E-Mail Information button. On that screen, you'll have the opportunity to add additional e-mail addresses. Click the little box to the left and add the additional address(es) in the larger box to the right.

... you can monitor another case.

For example, the rulings in another Western District of Michigan case may affect your case. You want to be immediately notified when something happens in that other case, even though you are not directly involved in that case. You can!

When accessing your account (Utilities, Maintain Your Account, E-Mail Information), note that approximately half-way down the screen, there is a Send Notices in These Additional Cases statement. Click the little box to the left of that statement, and in the larger box to the right, enter the case number(s) for the case(s) you want notification in. Your notification will be "silent," meaning your name will not appear as a recipient on the Notice of Electronic Filing that is generated when things are filed in that case, but you will receive e-mail notification of each filing. When you are done monitoring, simply re-access your E-Mail Information and remove the particular case number.

... a "live person" is available to assist you with e-filing, or to answer any questions you may have weekdays from 8:00 a.m. until 5:00 p.m., Eastern time.

Call (616) 456-2206 or (800) 290-2742

... we want to hear how we're doing and we want to hear what you need.

Give us a call or drop us an e-mail at ecfhelp@miwd.uscourts.gov. What do you like? What don't you like? What can we do to make things better for you?